

Administrative - Internal Use Only

Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030024-0

ODP # 559-77

25 March 1977

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information & Privacy Staff, DDA
Chief, Information Systems Analysis Staff, DDA

STATINTL

FROM : [REDACTED]
Chief, Management & Assessment Staff, DDA

SUBJECT : DDA Office Management Conferences

1. In the normal course of events, we would schedule our bi-monthly management conferences covering the period February and March to commence about mid-April. However, priority commitments for April are so numerous that attempting to squeeze into the April calendar the review of the objectives for February and March would be almost impossible.

2. As a one-time expedient, Mr. Blake has approved modification of the management conference schedule. As listed below, the next two management conferences will cover a three-month review rather than the usual two-month period.

<u>Period</u>	<u>Conference Date</u>
Feb-Apr 1977	May (as listed on attached)
May-Jul 1977	Aug (detailed schedule will be forwarded later)

3. In addition to discussion of each Office objective for the three-month period, February through April, this management conference will also provide the opportunity for review and discussion of the status of the Annual Personnel


Approved For Release 2001/05/23 : CIA-RDP83T00573R000600030024-0

Administrative - Internal Use Only

SUBJECT: DDA Office Management Conferences

Plan (APP) as of 31 March. The format for the APP status report will be forwarded to you within the next few days.

4. Since it is planned to brief Mr. Blake and Mr. Malanick on the status of the Directorate APP in advance of the individual Office Management Conferences, it is requested that your APP report be forwarded no later than 29 April to permit consolidation and analysis. Timing for written reports on the status of action plans will be in accordance with the normal schedule.



Attachment:

Management Conference Schedule for May

cc: A/I/DDA
DDA/CMO

MANAGEMENT CONFERENCES
MAY 1977

OFFICE	DATE	TIME
IPS	2 May 1977	1:30 - 2:30
ISAS	4 May 1977	10:30 - 11:30

CMO (Directorate APP)	4 May 1977	1:30 - 2:30

OF	5 May 1977	10:30 - 11:30
OS	6 May 1977	1:30 - 2:30
OP	9 May 1977	10:30 - 11:30
OTR	10 May 1977	1:30 - 2:30
OMS	12 May 1977	1:30 - 2:30
OC	17 May 1977	10:30 - 11:30
→ ODP — I hope they have	19 May 1977	10:30 - 11:30
OL a cake — It's	23 May 1977	10:30 - 11:30
M&AS my birthday!!	24 May 1977	1:30 - 2:30

(Conferences should last approximately 1 hour.)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDA MANAGEMENT CONFERENCES

FROM: [REDACTED]		EXTENSION	NO.
DDA/M&AS 7C18, HQS.		5226	CDP # <u>559/77</u>
TO: (Officer designation, room number, and building)		DATE	DATE
		25 MARCH 1977	
	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
1. DIRECTOR OF DATA PROCESSING 2D00			2 copies to C/AS 3/28, (C/AS-APP due 4/29) <i>action</i>
2. HQS.			
<i>EO</i>		<i>28 MAR 77</i>	<i>OO</i>
3.			<i>Action</i>
<i>C/MS</i>			
4.			<i>Please provide staff support to MS on APP</i>
<i>C/AS</i>			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			